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CHANDIGARH ADMINISTRATION  
LOCAL GOVERNMENT DEPARTMENT

## Order

The 6th May, 2020

**No. 6/1/4A-FII(8)-2020/6063.**—Keeping in view the situation due to spread of COVID-19 and in partial modification of order issued,—*vide* No. 6/1/4A-FII(8)-2017/2994, dated 26th April, 2017 issued, for tax on residential properties and Chandigarh Municipal Corporation (Tax on Commercial, Industrial & Institutional, Lands and Buildings), Bye laws, 2003 as amended from time to time, the Administrator of Union Territory of Chandigarh, in exercise of powers conferred under section 90(3) of the Punjab Municipal Corporation Act, 1976 as extended to the Union Territory of Chandigarh, 1994, is pleased to extend the due date for depositing the property tax for commercial as well as residential properties upto 31st July, 2020 and the rebate available upto 30.05.2020, will now be available till 31st July, 2020.

ARUN KUMAR GUPTA, IAS,  
Principal Secretary,  
Local Government,  
Chandigarh Administration.

MUNICIPAL CORPORATION OF CHANDIGARH

## Notification

The 20th March, 2020

**No. 442/CMC/Estt./E-I/2020/2046.**—In exercise of the powers conferred under Section 75 of the Punjab Municipal Corporation Act, 1976 as extended to the Union Territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994) and with the approval of the Administrator, Union Territory, Chandigarh, the Service Regulations 2012 and 2016 of Commissioner's office has been notified *vide* this office notification no. SAE-3/Admn/MC/2012/3198 dated 17.5.2012 and no. SAE-3/Admn/MC/2016/595 dated 29.1.2016.

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JATINDER KUMAR  
Date: 2020.05.08  
17:46:35 IST  
Reason: I am the author  
Location:

Whereas, the committee constituted for the purpose have reviewed the service regulations after considering objections received from the employees of Commissioner's office, with a view to effecting such changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.

( 517 )

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Whereas, the General House of Corporation in its 265th meeting held on 20.12.2018 has considered and approved the proposed amendments in Recruitment rules for different categories of posts of Commissioner's office of Municipal Corporation, Chandigarh.

Now in exercise of the powers conferred under Section 75 of the Punjab Municipal Corporation Act, 1976 as extended to the Union Territory, Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994) and with the approval of the Administrator, Union Territory, Chandigarh as conveyed by the Chandigarh Administration,—vide no. F-II(8)/2020/3002 dated 19.02.2020, the service regulation, 2012 and 2016 of the Commissioner's office are hereby substituted with the Service Regulations, 2020, the detail of which is as under :—

**1. SHORT TITLE AND COMMENCEMENT.**—(i) These regulations may be called “**THE COMMISSIONER'S OFFICE MUNICIPAL CORPORATION, CHANDIGARH SERVICE REGULATIONS, 2020**”.

(ii) These shall come into force from the date of their publication in the official gazette.

(iii) These shall be in “Supersession” of all previous rules, regulations, practices and decisions, if any, on the subject in so far as they are inconsistent with these regulations.

**2. DEFINITIONS.**—These regulations shall be applicable to all the employees of Municipal Corporation of Chandigarh working in Municipal Commissioner's office.

- (a) “Administrator” means the Administrator of Union Territory of Chandigarh appointed by the President of India under Article 239 of the Constitution.
- (b) “Direct appointment” means appointment made by Selection otherwise than by promotion or by transfer of an official already in the service of Govt. of India, Chandigarh Administration or of the State Government.
- (c) “Government” means the Chandigarh Administration in the Administrative Department.
- (d) “Act” means the Punjab Municipal Corporation Act, 1976, as extended to the Union Territory Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994 (Act No. 45 of 1994).
- (e) “recognized university” means—
  - (i) any university or institution incorporated by law in any of the States/Union Territories of India;
  - or
  - (ii) the Punjab, Sind or Dacca University in the case of degree or diploma, obtained as a result of examination held by these Universities before the 15<sup>th</sup> August, 1947.
  - (iii) Any other university or institution which is declared by the Government to be recognized university for the purpose of these rules;
- (f) “Recruiting Agency” means the Municipal Commissioner, Chandigarh or any other authority authorized by the Municipal Commissioner to perform the functions of a recruiting authority.
- (g) “Service” means service in the Municipal Corporation, Municipal Commissioner's office, Chandigarh.
- (h) “Municipal Commissioner” means the Commissioner of Municipal Corporation, Chandigarh.
- (i) “Corporation” means the Municipal Corporation of Chandigarh constituted under the Act.

- (j) "Administration" means the Chandigarh Administration.
- (k) "Appointing Authority" means the authority to whom the power to make appointment have been conferred under the Act or by the Chandigarh Administration from time to time.
- (l) "Departmental Recruitment/Selection Committee" means a Committee appointed for selecting persons for various posts by the Direct Recruitment.
- (m) "Departmental Promotion Committee" means a Committee for selecting persons for appointment to various posts by promotion and other related matters.
- (n) "Direct Appointment" means an appointment made through open advertisement otherwise than by promotion from within the service and also include appointments made by transfer, by deputation or by absorption of a person already in the service of the Central Government, State Government, Administration or Public Sector Undertaking or Organization.
- (o) "Employee" means a person who is in the whole time service of the Municipal Corporation, Chandigarh working in Municipal Commissioner's office, Chandigarh excluding a person employed by the Corporation on Daily Wage, Casual Labour, Part-time/Contractual basis or paid from Contingencies.
- (p) "Pay" means the amount drawn monthly by an employee as pay in a time scale, special pay, personal pay and any other emoluments.
- (q) "Officiating Appointment" means appointment of an employee in a particular post by the competent authority to perform a duties of a post or a higher post.
- (r) "Permanent Post" means a post which has been given the right/title of a regular post by the competent authority without specifying any definite period.
- (s) "Probation" means a person employed and put on probation and also includes an employee who is on extended probation against a sanctioned post.
- (t) "Promotion" means appointment of any employee by the competent authority to a post in a higher scale made in accordance with these regulations.
- (u) "Permanent Employee" means an employee who has completed his/her probation period satisfactorily against a regular post without specifying any definite period and in whose favour formal orders for confirmation have been issued.
- (v) "Regular Employee" means an employee who has been declared to have completed the period of probation to the satisfaction of the appointing authority.
- (w) "Schedule" means a schedule appended to these regulations.
- (x) "Select List" in relation to any post means select list of candidates prepared in accordance with these regulations.
- (y) "Selection Post" means a post, recruitment/promotion to which is to be made by selection based on merit and suitably assessed by Selection Committee/DPC through evaluation of reports/interviews/written test or otherwise as may be prescribed by the Municipal Corporation from time to time.
- (z) "Non-Selection Post" means a post other than a Selection Post, which is to be filled on the basis of Seniority, subject to suitability and fitness and elimination of unfits.

### 3. IMPLEMENTATION OF REGULATIONS :

- (i) **Powers to Implement Regulations.**—The Municipal Commissioner or any other Officer of the Corporation authorized in this behalf, may from time to time issue instructions, directions or orders as may be necessary to give effect to these regulations.
- (ii) **Amendment.**—The Municipal Corporation with the approval of the Administrator, Union Territory, Chandigarh may by notification amend, modify or add to these regulations from time to time and all such amendments, modification or additions shall take effect from the date stated therein.
- (iii) The Corporation shall be guided by instructions or orders as may be issued by the Administration to the extent the same are applicable to the Corporation in respect of matters not specifically covered by these regulations and shall seek advice or clarification(s) from the Administration appropriately.
- (iv) In case of isolated posts, AD may regulate their course of action in terms of para 3.11.5 of the Guidelines on Framing/ Amendment/Relaxation of Recruitment Rules issued by the Chandigarh Administration.

**4. Classification Of Posts, Strength and Record of Service.**—(i) **Classification of Posts.**—The Corporation shall classify the posts in accordance with the instructions issued by the Chandigarh Administration to the extent these are applicable to the Corporation, based on the existing scales of pay and shall correspondingly be revised on revision of pay scales.

(ii) **Strength of Service.**—The Municipal Corporation shall from time to time review and determine the strength of staff in the Municipal Commissioner's Office, Chandigarh for carrying out its functions.

(v) **Record of Service.**—The Municipal Corporation shall maintain the personal file, service books and the C.R. files shall remain in the personal custody of an officer authorized by the Municipal Commissioner.

**5. General Conditions relating to Appointment to Service.**—The following general conditions shall apply to the appointments to the Municipal Commissioner's Office, Municipal Corporation, Chandigarh.

- (i) **Nationality, domicile and character of persons appointed to the service.**—No candidate shall be appointed to any post in the service unless he is :
  - (a) a citizen of India, or
  - (b) subject of Nepal, or
  - (c) a subject of Bhutan, or
  - (d) a Tibetan refugee, who came over to India before the 1st Jan., 1962 with the intention of permanently settling in India or
  - (e) A person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intension to permanently settling in India.

Provided that a candidate belonging to any of the category (b), (c), (d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/appointing authority.



- (ii) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interviewed by the Corporation on his furnishing proof that he has applied for the certificate but the Corporation shall not give him appointment to the service until the necessary certificate has been issued in his favour by the Chandigarh Administration.
- (iii) **No person shall be recruited to the post in service by direct recruitment unless he produces—**
  - (a) a certificate of Character from the principal/academic officer of the University, College, School or Public Institution last attended, if any, OR similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution; and
  - (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed, removed or compulsorily retired from service of any State Government, Union Territory, Government of India, or Public Sector Undertaking/Organization.
- (iv) The appointment of all persons shall be subject to verification of their antecedents. In case of an adverse verification report, the services of the employees shall be terminated summarily without assigning any reason.
- (v) The certificates/documents produced by the candidates for appointment to the post regarding age, qualification and experience etc. shall be subject to verification from the issuing authority. In case of suppression of material information, misrepresentation of facts/adverse report, the concerned employee shall be liable to be dismissed summarily without any inquiry.
- (vi) **Age:** (a) No person shall be appointed to the service by direct recruitment, if he is less than eighteen years or more than 37 years of age on the first day of January of the year immediately preceding the last date fixed by the appointing authority for submission of applications by candidates or sending names of candidates by the Employment Exchange, as the case may be or, unless he is within such range of minimum and maximum age limits as may be specifically prescribed in the Schedule annexed to these regulations.

Provided that the upper age limit may be relaxed in the case of person already in employment of Government of India, State Governments and Union Territory, Administration of Chandigarh as per the instructions issued by the Chandigarh Administration from time to time.

Provided further that in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, *Ex-Servicemen*, Physically handicapped persons and other Backward Classes and other special categories of persons, the upper age limit shall be such as may be fixed by the Administration from time to time.

Provided further that the authority to relax the age shall be as prescribed by the Municipal Corporation with the approval of Chandigarh Administration.

(b) In the case of appointment on compassionate on priority basis, the upper age limit shall be such as may be specifically fixed by the Chandigarh Administration from time to time.

**6. Medical Certificate of fitness on first entry into the Municipal Commissioner's Office.—** (i) (a) Every employee of the Service, except those covered under clause (4) of this sub-regulation unless specifically exempted by the appointing authority on his first appointment to a post in the Service, shall produce a certificate of medical fitness in the prescribed form from the Medical Board or the Principal Medical Officer of Chandigarh Administration, as the case may be, before joining the post.

- (b) In case of doubt, the appointing authority either on the receipt of the report of the Medical Board or the Principal Medical Officer or on an application of the concerned employee may refer him to the Medical Expert for examining the medical fitness of the employee.
- (ii) The standard of medical fitness shall be as specified by the Chandigarh Administration from time to time.
- (iii) An employee of the Service not found medically fit by the Medical Board or Principal Medical Officer or medical Expert authorized by the Chandigarh Administration for this purpose, shall cease to be the employee of the Service; but the employee shall have a right of appeal to an Appellate Medical Board appointed by the appointing authority and all costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared medically fit by the Appellate Medical Board in which case all such costs will be reimbursed to him.
- (iv) The following classes of employees shall be exempted from producing medical certificate of fitness, namely :—
  - (a) The employees on deputation to the service, however, such employees before permanent absorption shall be subject to Medical examination.

**7. Disqualification.**—No person :—

- (i) who has entered into or contracted a marriage with a person having a spouse living, or
- (ii) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service :

Provided that Corporation may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation :

Provided further that furnishing of false information regarding name, age, father's name, qualifications or any other matter germane to the employment at the time of employment or during the course of employment shall be treated as misconduct and the employee concerned shall be liable to disciplinary action under the relevant provision in the Conduct, Punishment and Appeal Rules as applicable to the employees of the Corporation as amended from time to time.

**8. Reservation.**—In making appointments to various posts under the Service, reservation of vacancies and employment of members of the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and Physically Disabled persons, EWS, etc. shall be regulated in accordance with the general directions and instructions issued by the Administration from time to time.

**9. Recruitment/Appointment to the Service.**—All appointments to the posts in the service shall be made in the manner and in accordance with the provisions specified in the Schedule annexed so far as these relate to direct recruitment, promotion, deputation etc as per Punjab Civil Services Rules, 1970.

**10. Seniority.**—The Seniority of members of service shall be determined in accordance with the instructions applicable to the employees of the Chandigarh Administration issued from time to time.

**11. Pay of Members of Service.**—Members of the service shall be entitled to such scales of pay including special pay, as sanctioned by Government from time to time.

**12. Leave Pension and Other Matters.**—The member of service shall be governed by such rules and regulations as may have been or may hereafter be, adopted or made by the competent authority under Section 398(2) of the Punjab Municipal Corporation Law (Extension to Chd. Act, 1994) or under any law for the time being in force made by the Chandigarh Administration and the rules made there under.

13. **Discipline, Penalties and Appeals.**—In matters relating to discipline, punishment and appeals, members of the service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1970 as amended from time to time as are applicable to the employees of Chandigarh Administration.

14. **Liability for Vaccination AND Re-vaccination.**—Every member of the service shall get himself vaccinated or revaccinated when the Municipal Commissioner so directs by general or special order.

15. **Liability of Member of Service to Transfer.**—A member of the service may be transferred by the Municipal Commissioner to any post under the Corporation whether included in any other service or not, on the same terms and conditions as are specified in the rule 3.17 of the Punjab Civil Service Rules, Volume I, Part-I.

16. **Liability to Serve.**—A member of the service shall be liable to serve at any place within Municipal limits of Municipal Corporation, Chandigarh on being ordered so to do by the appointing authority.

17. **Oath of Allegiance.**—Every member of the service shall, unless he has already done so, be required to take oath of allegiance to India and to the Constitution of India, as by law established.

18. **Over riding effect and Interpretation.**—The provisions of these regulations shall have effect notwithstanding anything to the contrary contained in any regulations for the time being in force for regulating the recruitment and conditions of service for appointment to public posts in connection with the affairs of the Municipal Commissioner's Office, Chandigarh.

If any question arises as to the interpretation of the regulations the Government shall decide the same.

19. **Power to Relax.**—The Municipal Corporation may relax any of the provisions of these regulations with the approval of the Administrator, Union Territory, Chandigarh through its Administrative Department.

KAMAL KISHOR YADAV, IAS,  
Commissioner,  
Municipal Corporation,  
Chandigarh.

## SCHEDULE

1	Name of the Post	Assistant Collector Tax
2	No. of posts	1 (one) Subject to variation dependent on the workload
3	Classification	Group 'A'
4	Scale of Pay	Rs. 10300-34800 + Grade Pay Rs. 5000
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	<p><b>Promotion :</b> From amongst the Superintendents Grade-II having Two years regular service in the cadre after appointment thereto.</p> <p>NOTE.—ICT course is mandatory to the officers/officials (Group A, B, C &amp;D) for promotion/increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation :</b> From amongst the officials holding analogous post in various department of U.T, Administration Chandigarh Administration/Central Govt.,/Boards/Corporation of Union Territories Administration/State Govt.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>



12	If a Departmental Promotion Committee exists, what is its composition	<p>Group 'A'</p> <p>D.P.C. ( for considering Promotion):</p> <p>(i) Secretary Local Government, Chandigarh Administration—<b>Chairman</b></p> <p>(ii) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner—<b>Member</b></p> <p>(iii) Additional Commissioner—<b>Member</b></p> <p>(iv) Joint Commissioner/Assistant Commissioner—<b>Member</b></p> <p>(v) Chief Account Officer—<b>Member</b></p> <p>(vi) Law Officer—<b>Member</b></p> <p>(vii) Representative of Director Social Welfare —<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Accounts Officer
2	No. of posts	1 (one) Subject to variation dependent on the workload
3	Classification	Group 'A'
4	Scale of Pay	Rs. 15600-39100+Grade Pay Rs. 5400
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by promotion/ Deputation/Transfer is to be made	<p><b>By Promotion:</b></p> <p>From amongst the Accountant having eight years regular service in the cadre after appointment thereto.</p>

*Note.*—ICT course is mandatory to the officers/officials (Group A, B, C &D) for promotion/increments as per instructions issued by the Chandigarh Administration *vide* letter dated 25.11.2019.

**By Deputation :**

From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt.,/Boards/ Corporation of Union Territories Administration State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.

12	If a Departmental Promotion Committee exists, what is its composition	<p>Group 'A'</p> <p>D.P.C. ( for considering Promotion):</p> <p>(i) Secretary Local Government, Chandigarh Administration—<b>Chairman</b></p> <p>(ii) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner—<b>Member</b></p> <p>(iii) Additional Commissioner—<b>Member</b></p> <p>(iv) Joint Commissioner/Assistant Commissioner—<b>Member</b></p> <p>(v) Chief Account Officer—<b>Member</b></p> <p>(vi) Law Officer—<b>Member</b></p> <p>(vii) Representative of Director Social Welfare —<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Superintendent Grade-II (Enforcement)
2	No. of posts	1 (one) Subject to variation dependant on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300 - 34800 + Grade Pay Rs. 4800
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable

7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p><b>By Promotion :</b> From amongst the Inspectors (Enf.)/ Sub Inspector (Enf.) having eight years regular service rendered in the cadre as Inspector (Enf.)/ Sub Inspector (Enf.) or both after appointment thereto.</p> <p><i>Note.</i>—ICT course is mandatory to the officers/ officials (Group A, B, C &amp; D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation :</b> From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt./Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p><b>Group 'B'</b> D.P.C. ( for considering Promotion) :</p> <p>(i) Additional Commissioner—<b>Chairman</b></p> <p>(ii) Joint Commissioner/Assistant Commissioner—<b>Member</b></p> <p>(iii) Chief Account Officer—<b>Member</b></p> <p>(iv) Law Officer - Member</p> <p>(v) Representative of Director Social Welfare—Member</p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

1	Name of the Post	Law Officer
2	No. of posts	01 (one) Subject to variation dependant on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300- 34800 +Grade Pay Rs. 4200
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	(i) Degree in Law from a recognized University or Institute or equivalent.  (ii) Three years experience as Advocate or should have held legal assignment involving work for 3 years.  <i>Note.</i> —ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment failing which by deputation
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	By Deputation : From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt.,/Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.

12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Accountant
2	No. of posts	04 (four) Subject to variation dependant on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300 - 34800 + Grade Pay 4400
5	Whether selection post or non-selection post	Selection in case of direct recruitment and promotion
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	(i) B. Com from a recognized University. (ii) One year Tally Certificate essentially required. (iii) Intermediate of CA/ICWA/CS will be preferred.  <i>Note.</i> —ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	(i) One year in case of promotion. (ii) Three Years in case of Direct Recruitment
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	(i) 50% by Promotion failing which by deputation. (ii) 50% by Direct Recruitment failing which by deputation
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<b>By Promotion:</b> From amongst the Senior Assistants having Eight years regular service in the cadre after appointment thereto.  <i>Note.</i> —ICT course is mandatory to the officers/ officials (Group A, B, C & D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.



		<p><b>By Deputation :</b></p> <p>From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt.,/Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p><b>Group 'B'</b></p> <p>D.P.C. ( for considering Promotion) :</p> <p>(i) Additional Commissioner—<b>Chairman.</b></p> <p>(ii) Joint Commissioner/ Assistant Commissioner—<b>Member</b></p> <p>(iii) Chief Account Officer—<b>Member</b></p> <p>(iv) Law Officer—<b>Member</b></p> <p>(v) Representative of Director Social Welfare—<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Computer programmer
2	No. of posts	01 (one) Subject to variation dependent on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300-34800+Grade Pay Rs. 4200
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)

7	Educational and other qualification required for Direct Recruits	(i) Master's degree in Computer Science/ Computer Applications/ Information Technology/ Bachelor of Engineering of a recognized university or equivalent.  (ii) Well acquainted with recent/latest programming softwares and work.  (iii) Atleast three years working experience in aforesaid field.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three Years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment failing which by deputation.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<b>By Deputation :</b> From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt./Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Inspector (Enf)
2	No. of posts	02 (two) Subject to variation dependant on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300 - 34800 + Grade Pay Rs. 3800
5	Whether selection post or non-selection post	Selection

6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% By Promotion failing which by deputation.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p>By Promotion: From amongst the Sub Inspectors (Enf.) having five years regular service in the cadre after appointment thereto.</p> <p><i>Note.</i>—ICT course is mandatory to the officers/ officials (Group A, B, C &amp; D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation :</b></p> <p>From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt.,/Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Group 'B' D.P.C. ( for considering Promotion):</p> <p>(i) Additional Commissioner—<b>Chairman.</b> (ii) Joint Commissioner/Assistant Commissioner—<b>Member</b> (iii) Chief Account Officer—<b>Member</b> (iv) Law Officer—<b>Member</b> (v) Representative of Director Social Welfare—<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

1	Name of the Post	Assistant Public Relations Officer
2	No. of posts	01 (one) Subject to variation depending on workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300 - 34800 + Grade Pay Rs. 4200
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	<p>(i) Degree in Mass Communication or Graduate with Diploma in Mass Communication.</p> <p>(ii) Minimum experience more than 1 year in the relevant field.</p> <p><i>Note.</i>—ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment failing which by deputation
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	<p><b>By Deputation :</b></p> <p>From amongst the officials holding analogous post in various department of U. T, Administration/ Chandigarh Administration/Central Govt./Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

1	Name of the Post	Tax Inspector
2	No. of posts	01 (one) Subject to variation dependent on the work load
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300 -34800 + Grade Pay Rs. 3800
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% By Promotion failing which by deputation.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p>By Promotion :</p> <p>From amongst the Tax Collectors having Eight years regular service in the cadre after appointment thereto.</p> <p><i>Note.</i>—ICT course is mandatory to the officers/ officials (Group A, B, C &amp;D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation :</b></p> <p>From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt.,/Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>



12	If a Departmental Promotion Committee exists, what is its composition	Group 'B' D.P.C. ( for considering Promotion): (i) Additional Commissioner— <b>Chairman.</b> (ii) Joint Commissioner/ Assistant Commissioner— <b>Member</b> (iii) Chief Account Officer— <b>Member</b> (iv) Law Officer— <b>Member</b> (v) Representative of Director Social Welfare— <b>Member</b>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Building Inspector
2	No. of posts	1 (one) subject to variation dependant on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300-34800 + Grade Pay Rs. 3800
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% By Promotion failing which by deputation.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<b>By Promotion:</b> From amongst the Surveyor/Road Inspector having Eight years regular service in the cadre after appointment thereto.  <i>NOTE.</i> —ICT course is mandatory to the officers/ officials (Group A, B, C &D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.

**By Deputation :**

From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt./Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.

12 If a Departmental Promotion Committee exists, what is its composition

**Group 'B'**

D.P.C. ( for considering Promotion):

(i) Additional Commissioner—**Chairman**.

(ii) Joint Commissioner/ Assistant Commissioner—**Member**

(iii) Chief Account Officer—**Member**

(iv) Law Officer—**Member**

(v) Representative of Director Social Welfare—**Member**

13 Circumstances in which UPSC is to be consulted in making recruitment.

Not applicable

1 Name of the Post

Section Officer (Mech.)

2 No. of posts

NIL

3 Classification

Group 'B'

4 Scale of Pay

10300-34800 + Grade Pay Rs. 4800

5 Whether selection post or non-selection post

Selection

6 Age for Direct Recruits

Between 18 years and 37 years  
(Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)

7 Educational and other qualification required for Direct Recruits

Diploma in Mechanical Engineering from a recognized University /Institute or equivalent

*Note.*—ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration *vide* letter dated 25.11.2019.

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment failing which by deputation.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<b>By Deputation:</b> From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt./Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
1	Name of the Post	Clerk-cum-Translator
2	No. of posts	NIL
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5910-20200 + Grade Pay Rs. 1900
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	(i) Bachelor's Degree and Proficiency in operation of Computer (Word Processing and Spread Sheets) and a speed of 80 words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same.

		(ii) Can translate a document from Hindi & Punjabi to English and English to Hindi and Punjabi.
		<i>Note.</i> —ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Patwari
2	No. of posts	1 (one) Subject to variation dependent on the workload
3	Classification	Group 'C'
4	Scale of Pay	Rs. 10300 -34800 + Grade Pay Rs. 3200
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	(i) Matriculation of a recognized University or its equivalent or 10+2 Pass  (ii) Patwar examination from a recognized Institution.  (iii) Preference to candidates with experience in revenue work.  <i>Note.</i> —ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfe and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by deputation.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	By Deputation: From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt./Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Data Entry Operator
2	No. of posts	2 (two) Subject to variation dependent on the workload
3	Classification	Group 'C'
4	Scale of Pay	Rs.10300-34800 + Grade pay 3200
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	(i) Graduate from a recognized institution (ii) Data Entry Course of one year from a recognized institution having one year experience as Data Entry Operator.



		(iii) Should possess a speed of not less than 8000 keys depressions per hour for data entry work.
		<i>Note.</i> —ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Tax Collector
2	No. of posts	03 (three) Subject to variation dependent on the workload
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5910- 20200 + Grade Pay Rs. 2400
5	Whether selection post or non-selection post	Selection in case of promotion and direct recruitment
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	Bachelor's Degree and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 30 Word per minutes in English Typewriting  <i>Note.</i> —ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.

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| 8  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees   | Not applicable  |
| 9  | Period of Probation, if any   | (i) One Year in case of promotion<br>(ii) Three years in case of Direct Recruitment   |
| 10 | Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods | (i) 75% by promotion failing which by deputation.<br>(ii) 25% by direct recruitment failing which by deputation   |
| 11 | In case of Recruitment by Promotion/ Deputation/Transfer is to be made  | <p><b>By Promotion:</b><br/>           From amongst the Tax Moharrors having five years regular service in the cadre after appointment thereto.</p> <p><i>Note.</i>—ICT course is mandatory to the officers/ officials (Group A, B, C &amp;D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation :</b><br/>           From amongst the officials holding analogous post in various department of U.T, Administration/ Chandigarh Administration/Central Govt.,/Boards/ Corporation of Union Territories Administration/ State Govt. (The period of deputation including the perio of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p> |
| 12 | If a Departmental Promotion Committee exists, what is its composition   | <p><b>Group 'C'</b><br/>           D.P.C. ( for considering Promotion):<br/>           (i) Additional commissioner—<b>Chairman</b><br/>           (ii) Joint Commissioner/ Assistant Commissioner—<b>Member</b><br/>           (iii) Chief Accounts Officer—<b>Member</b><br/>           (iv) Representative of Director Social Welfare—<b>Member</b></p>   |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment.   | Not applicable  |

1	Name of the Post	Private Secretary
2	No. of posts	2 (two) Subject to variation depending on workload
3	Classification	Group 'A'
4	Scale of Pay	Rs. 15600-39100+ Grade Pay Rs. 5400
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods failing which by deputation	By Promotion
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p><b>By Promotion:</b> From amongst Personal Assistants or Senior Scale Stenographers and have a minimum experience of one year as a Personal Assistant Or experience of eight years as a Senior Scale Stenographer.</p> <p><i>Note.</i>—ICT course is mandatory to the officers/ officials (Group A, B, C &amp;D) for promotion/ increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By deputation:</b> From the officials of Central Government/State Government/Union Territory Administrations holding analogous posts on regular basis and carrying the same or identical scale of pay. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization / department shall ordinarily not exceed three years.) The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>

12	If a Departmental Promotion Committee exists, what is its composition	<b>Group 'A'</b> <b>D.P.C. ( for considering Promotion):</b> (i) Secretary Local Government, Chandigarh Administration— <b>Chairman</b> (ii) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner— <b>Member</b> (iii) Additional Commissioner — <b>Member</b> . (iv) Joint Commissioner/Assistant Commissioner— <b>Member</b> (v) Chief Account Officer— <b>Member</b> (vi) Law Officer— <b>Member</b> (vii) Representative of Director Social Welfare— <b>Member</b>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Sub Divisional Engineer (Mechanical)
2	No. of posts	1 (One) Subject to variation dependent on work load
3	Classification	Group 'A'
4	Scale of Pay	Rs. 15600-39100 + Grade Pay Rs. 5400
5	Whether selection post or non-selection post	Selection in case of direct recruitment and promotion.
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chd. Admn. from time to time.
7	Educational and other qualificationr required for Direct Recruits	<b>Essential</b> (i) Degree in Mechanical Engineering from recognized University/Institute. Degree obtained through distance education mode not acceptable. (ii) To pass the prescribed departmental professional examination after joining service. <b>Note:</b> ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	No
9	Period of Probation, if any	(i) One year in case of promotion (ii) Three years in case of direct recruitment
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	Promotion falling which by deputation falling both by direct recruitment

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| 11 | In case of Recruitment by Promotion/Deputation/Transfer is to be made | <p><b>By Promotion:</b><br/>From Junior Engineer (Mechanical) who possess a Diploma in Engineering in Mech. Engineering and who have regular experience of working as such in the cadre for a minimum period of 10 years.</p> <p style="text-align: center;">Or</p> <p>From Junior Engineer (Mechanical) who possess a Degree in Mechanical Engineering or AMIE from a recognized university or institution and who have regular experience of working as such in the cadre for a minimum period of 5 years after obtaining the aforesaid degree.</p> <p><b>Note:</b> ICT course is mandatory to the officers/officials (Group A, B, C &amp; D) for promotion/increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation:</b><br/>From amongst the officials holding analogous post in various department of U.T, Administration/Chandigarh Administration/Central Govt.,/Boards/Corporation of Union Territories Administration/State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p> |
| 12 | If a Departmental Promotion Committee exists, what is its composition | <p><b>Group 'A'</b><br/>D.P.C. ( for considering Promotion):</p> <ul style="list-style-type: none"> <li>(i) Secretary Local Government,<br/>Chandigarh Administration-<b>Chairman</b></li> <li>(ii) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner-<b>Member</b></li> <li>(iii) Additional Commissioner-<b>Member.</b></li> <li>(iv) Joint Commissioner/Assistant Commissioner<br/>Member</li> <li>(v) Chief Account Officer-<b>Member</b></li> <li>(vi) Law Officer-<b>Member</b></li> <li>(vii) Representative of Director Social Welfare-<b>Member</b></li> </ul>  |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment. | Not applicable  |
| 1  | Name of the Post  | Superintendent Grade-I  |
| 2  | No. of posts  | 02 (Two)<br>Subject to variation dependent on the workload  |



3	Classification	Group 'A'
4	Scale of Pay	Rs. 15600- 39100 + Grade Pay Rs. 5400
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p><b>By Promotion:</b> From amongst the Superintendents Grade-II having two years regular service in the grade, failing which ten years combined regular service in the grade of Superintendent Grade-II and Senior Assistant out of which one year as Superintendent Grade-II.</p> <p><b>Note:</b> ICT course is mandatory to the officers/officials (Group A, B, C &amp; D) for promotion/increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b>By Deputation:</b> From amongst the officials holding analogous post in various department of U.T, Administration/Chandigarh Administration/Central Govt./Boards/Corporation of Union Territories Administration/State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Group 'A'</p> <p>D.P.C. (for considering Promotion):</p>

		(i) Secretary Local Government, Chandigarh Administration- <b>Chairman</b>
		(ii) Commissioner or any other officer appointed by Commissioner not below the rank of Assistant Commissioner- <b>Member</b>
		(iii) Additional Commissioner- <b>Member</b> .
		(iv) Joint Commissioner/Assistant Commissioner- <b>Member</b>
		(v) Chief Account Officer- <b>Member</b>
		(vi) Law Officer- <b>Member</b>
		(vii) Representative of Director Social Welfare- <b>Member</b>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Superintendent Grade-II
2	No. of posts	3 (Three) Subject to variation dependent on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300- 34800 + Grade Pay Rs. 4800
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	<b>By Promotion:</b> From amongst the Senior Assistants having four years regular service in the cadre after appointment thereto.  <b>Note:</b> ICT course is mandatory to the officers/officials (Group A, B, C & D) for promotion/increments as per instructions issued by the Chandigarh Administration vide letter dated 25.11.2019.

		<p><b>By Deputation:</b> From amongst the officials holding analogous post in various department of U.T, Administration/Chandigarh Administration/Central Govt./Boards/Corporation of Union Territories Administration/State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p>Group 'B' D.P.C. ( for considering Promotion): (i) Additional Commissioner-<b>Chairman</b>. (ii) Joint Commissioner/Assistant Commissioner-<b>Member</b> (iii) Chief Account Officer-<b>Member</b> (iv) Law Officer-<b>Member</b> (v) Representative of Director Social Welfare-<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Senior Assistant/ Cashier
2	No. of posts	<p>23 (Twenty Three) Subject to variation dependent on the workload (i) 22 (Twenty posts Senior Assistants) (ii) 1 (One post Cashier)</p>
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300-34800 + Grade Pay Rs. 4400
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation

- 11 In case of Recruitment by Promotion/ Deputation/Transfer is to be made **By Promotion:**  
From amongst the Clerks/Junior Assistants having five years regular service in the cadre after appointment thereto.  
**Note:** ICT course is mandatory to the officers/officials (Group A, B, C &D) for promotion/increments as per instructions issued by the Chandigarh Administration *vide* letter dated 25.11.2019.  
**By Deputation:**  
From amongst the officials holding analogous post in various department of U.T, Administration/Chandigarh Administration/Central Govt./Boards/Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation m., shall not be exceeding 56 years as on the closing date of applications.
- 12 If a Departmental Promotion Committee exists, what is its composition **Group 'B'**  
D.P.C. (for considering Promotion):  
(i) Additional Commissioner-**Chairman.**  
(ii) Joint Commissioner/Assistant Commissioner-**Member**  
(iii) Chief Account Officer-**Member**  
(iv) Law Officer-**Member**  
(v) Representative of Director Social Welfare-**Member**
- 13 Circumstances in which UPSC is to be consulted in making recruitment. Not applicable
- 1 Name of the Post Senior Scale Stenographer
- 2 No. of posts 07 (seven)  
Subject to variation dependant on the workload
- 3 Classification Group 'B'
- 4 Scale of Pay Rs. 10300-34800 + Grade Pay 4400
- 5 Whether selection post or non-selection post Selection
- 6 Age for Direct Recruits Not applicable
- 7 Educational and other qualification required for Direct Recruits Not applicable
- 8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees Not applicable

9	Period of Probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	<p><b><u>By Promotion :</u></b> From amongst the Steno-typists having five years regular service in the cadre after appointment thereto.</p> <p><b><i>Note:</i></b> ICT course is mandatory to the officers/officials (Group A, B, C &amp;D) for promotion/increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p> <p><b><u>By Deputation:</u></b>From amongst the officials holding analogous post in various department of U.T, Administration/Chandigarh Administration/Central Govt.,/ Boards/Corporation of Union Territories Administration/ State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p><b>Group 'B'</b> D.P.C. (for considering Promotion):</p> <p>(i) Additional Commissioner-<b>Chairman.</b></p> <p>(ii) Joint Commissioner/Assistant Commissioner-<b>Member</b></p> <p>(iii) Chief Account Officer-<b>Member</b></p> <p>(iv) Law Officer-<b>Member</b></p> <p>(v) Representative of Director Social Welfare-<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Personal Assistant
2	No. of posts	02 (two) Subject to variation dependent on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300-34800 +Grade Pay Rs. 4800
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable

7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by deputation
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p><b><u>By Promotion:</u></b> From amongst the Senior Scale Stenographers having four years regular service in the cadre after appointment thereto.</p> <p><b><i>Note:</i></b> ICT course is mandatory to the officers/officials (Group A, B, C &amp; D) for promotion/ increments as per instructions issued by the Chandigarh Administration vide letter dated 25.11.2019.</p> <p><b><u>By Deputation:</u></b> From amongst the officials holding analogous post in various department of U.T, Administration/Chandigarh Administration/Central Govt./Boards/Corporation of Union Territories Administration/State Govt. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ department shall ordinarily not exceed three years). The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of applications.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p><b>Group 'B'</b> D.P.C. (for considering Promotion):</p> <p>(i) Additional Commissioner-<b>Chairman.</b></p> <p>(ii) Joint Commissioner/Assistant Commissioner-<b>Member</b></p> <p>(iii) Chief Account Officer-<b>Member</b></p> <p>(iv) Law Officer-<b>Member</b></p> <p>(v) Representative of Director Social Welfare-<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Driver

2	No. of posts	15 (Fifteen) Subject to variation dependent on the workload
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5910-20200 + Grade Pay Rs. 2400
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	<b>For Staff Car Driver:</b> Between 20 years and 37 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Chandigarh Administration from time to time)  <b>For Driver (Heavy Duty):</b> Between 25 years and 37 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	<b>For Staff Car Driver:</b> (i) Matriculate from a recognized board/institution (ii) Driving Licence of 'Light Motor Vehicle (LMV) or Light Transport Vehicle (LTV)'. (iii) One year's experience of driving 'Light Motor Vehicle (LMV) or Light Transport Vehicle (LTV)'  <b>For Driver (Heavy Duty):</b> (i) Matriculate from a recognized board/institution (ii) Driving license of Transport Vehicle (iii) Five year's experience of driving a transport vehicle.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable



1	Name of the Post	Sub Inspector (Enf.)
2	No. of posts	15 (Fifteen) Subject to variation dependent on the workload
3	Classification	Group 'B'
4	Scale of Pay	Rs. 10300 -34800 + Grade Pay Rs. 4400
5	Whether selection post or non-selection post	Selection in direct recruitment and promotion
6	Age for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
7	Educational and other qualification required for Direct Recruits	(i) Graduate from a recognized University. (ii) Law Graduate will be preferred.  <b>Note:</b> ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	(i) Two years in case of promotion. (ii) Three years in case of direct recruitment.
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	(i) 75% by Direct Recruitment (ii) 25% by Promotion
11	In case of Recruitment by Promotion/Deputation/Transfer is to be made	<b>By Promotion:</b> From amongst the Clerks/Junior Assistants having Eight years regular service in the cadre after appointment thereto.  <b>Note:</b> ICT course is mandatory to the officers/officials (Group A, B, C &D) for promotion/increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
12	If a Departmental Promotion Committee exists, what is its composition	<b>Group 'B'</b> D.P.C. (for considering Promotion): (i) Additional Commissioner- <b>Chairman</b> . (ii) Joint Commissioner/Assistant Commissioner- <b>Member</b> (iii) Chief Account Officer- <b>Member</b> (iv) Law Officer- <b>Member</b>

		(v) Representative of Director Social Welfare- <b>Member</b>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Clerk
2	No. of posts	54 (Fifty Four) Subject to variation dependent on the work load
3	Classification	Group 'C'
4	Scale of Pay	Rs. 10300-34800 + Grade Pay Rs. 3200
5	Whether selection post or non-selection post	Selection in case of direct recruitment and promotion.
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Bachelor's Degree from a recognized University/ Institution and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 35 Words per minute in English Typewriting.  <b>Note:</b> ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.
9	Period of Probation, if any	(i) Three years in case of direct recruitment (ii) One year in case of promotion/appointment from Group 'D' and Group 'C' (whose pay scale is less than that of the post of Clerk).
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	(i) 85% By Direct recruitment. (ii) 15% by promotion from amongst Group 'D' and Group 'C' employees (whose pay scale is less than that of the post of Clerk)
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<b><u>By Promotion:</u></b> From amongst the Group 'D' and Group 'C' (whose pay scale is less than that of the post of Clerk), having five years regular service in the cadre and possessing 10+2 educational qualification from a recognized Board/ Institution and a speed of 35 words per minutes in English typewriting on computer and has not crossed the age of 45 on the date of arisen of vacancy of the post of Clerk and has successfully completed the ICT training course as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.

12	If a Departmental Promotion Committee exists, what is its composition	<b>Group 'C'</b> D.P.C. ( for considering Promotion): (i) Additional commissioner- <b>Chairman</b> (ii) Joint Commissioner/Assistant Commissioner- <b>Member</b> (iii) Chief Accounts Officer- <b>Member</b> (iv) Representative of Director Social Welfare- <b>Member</b>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Steno-typist
2	No. of posts	05 (Five) Subject to variation dependent on the work load
3	Classification	Group 'C'
4	Scale of Pay	Rs. 10300-34800 + Grade Pay Rs. 3200
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Between 18 years and 37 years (Relaxable for departmental candidates in accordance with the instructions issued by the Chandigarh Administration from time to time)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Bachelor's Degree from a recognized University/ Institution and Proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 80 Words per minute in Stenography (English) and speed of 20 words per minute in transcribing the same. No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes.  <b>Note:</b> ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated dated 25.11.2019.
9	Period of Probation, if any	Three years
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% By Direct recruitment.
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is its composition	Not applicable

13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable
1	Name of the Post	Tax Moharror
2	No. of posts	03 (three) Subject to variation dependent on the workload
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5910 -20200 + Grade Pay Rs. 1900
5	Whether selection post or non-selection post	Selection
6	Age for Direct Recruits	Not applicable
7	Educational and other qualification required for Direct Recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees	Not applicable
9	Period of Probation, if any	One year
10	Method of recruitment whether by direct recruitment or by Promotion or by Deputation/Transfer and percentage of the vacancies to be filled by various methods	100% By Promotion
11	In case of Recruitment by Promotion/ Deputation/Transfer is to be made	<p><b><u>By Promotion:</u></b> From amongst the Group-D employees having five years regular service in the cadre and possessing 10+2 educational qualification from a recognized board/ institution and has not crossed the age of 45 years at the time of availability of post meant for Group D.</p> <p><b><i>Note:</i></b> ICT course is mandatory to the officers/officials (Group A, B, C &amp;D) for promotion/increments as per instructions issued by the Chandigarh Administration <i>vide</i> letter dated 25.11.2019.</p>
12	If a Departmental Promotion Committee exists, what is its composition	<p><b>Group 'C'</b> D.P.C. (for considering Promotion):</p> <p>(i) Additional Commissioner-<b>Chairman</b></p> <p>(ii) Joint Commissioner/Assistant Commissioner-<b>Member</b></p> <p>(iii) Chief Accounts Officer-<b>Member</b></p> <p>(iv) Representative of Director Social Welfare-<b>Member</b></p>
13	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

CHANDIGARH ADMINISTRATION  
EXCISE & TAXATION DEPARTMENT

**Notification**

The 6th May, 2020

**No. E&T-ETO (Ref.)-2020/1755.**—In exercise of the powers conferred by Sub-Section (3) of the Section 8 of the Punjab Value Added Tax Act, 2005 (Punjab Act No. 8 of 2005), as extended to Union Territory, Chandigarh and all the powers enabling him in this behalf, the Administrator, Union Territory, Chandigarh, hereby makes the following amendments in Schedule "I" appended to the said Act, by dispensing with the condition of previous notice. The said amendment would come into effect from midnight of 06th May, 2020/ 07th May, 2020.

AMENDMENT

In the Schedule 'I' appended with the Punjab Value Added Tax Act, 2005, as extended to the Union Territory of Chandigarh, for the figures, signs, words and entries existing at Serial No. 2 & 3, the following figures, signs, words and entries shall be substituted, namely ;

"2	Diesel/ High Speed Diesel	14.02% or fixed rate of Rs. 7.63 per litre whichever is greater
3	Petrol including branded premium petrol	22.45% or fixed rate of Rs. 12.58 per litre whichever is greater"

However, till 06th May, 2020, the rate of tax on "Petrol including branded premium petrol' is 17.45% and "Diesel/ High Speed Diesel' is 9.02% as already notified.

(Sd.) . . . ,

(AJOY KUMAR SINHA)

Secretary Excise & Taxation,  
Union Territory, Chandigarh.

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